

Alaska Department of Commerce, Community, and Economic Development
 Division of Corporations, Business and Professional Licensing
COLLECTION AGENCY/OPERATOR SECTION
 P.O. Box 110806, Juneau, Alaska 99811-0806
 Phone: (907) 465-2695 ★ E-mail: license@commerce.state.ak.us
 Website: www.commerce.state.ak.us/occ/pcoa.htm

COLLECTION AGENCY/BRANCH NOTICE OF EMPLOYMENT

Instructions: Within 15 days of hiring a new employee in any position, a collection agency or branch must complete this form and submit it to the above address. AS 08.24.340. (Please do not submit a cover letter with each form or group of forms sent in.)

Complete this form only for those employees working on the accounts of ALASKA-BASED CLIENTS.

Name of Employee: _____

Residential Address: _____

Length of Residence: _____

Employee's previous employment in the last year immediately preceding employment with the collection agency or branch: _____

Employee's Verification

I, the undersigned, being first sworn, state that I have read the above and the statements made and information supplied in it are true.

SUBSCRIBED AND SWORN TO before me on _____ (date).

Employee's Signature

Notary Public, State of _____
 My Commission Expires: _____

Statement of Owner or Operator

I, _____, certify that _____, was hired on _____
 Owner or Operator Name of Employee

_____ and is an employee of _____ on _____
 Date of Employment Name of Collection Agency or Branch

 Date of Execution of this Form

 Agency/Branch License Number

 Signature of Employer